Department of the Army
Pamphlet 700–60

Logistics

Department of the Army Sets, Kits, Outfits, Tools, and Special Tools (SKOT)

Headquarters
Department of the Army
Washington, DC
1 October 1998

UNCLASSIFIED

SUMMARY of CHANGE

DA PAM 700–60
Department of the Army Sets, Kits, Outfits, Tools, and Special Tools (SKOT)

This new pamphlet--

- Outlines procedures for the Department of the Army Sets, Kits, Outfits, Tools, and Special Tools (SKOT).

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Department of the Army Sets, Kits, Outfits, Tools, and Special Tools (SKOT)

By Order of the Secretary of the Army:

DENNIS J. REIMER
General, United States Army
Chief of Staff

Official:

JOEL B. HUDSON
Administrative Assistant to the Secretary of the Army

History. This printing publishes a new Department of the Army pamphlet.

Summary. This pamphlet outlines guidance and procedures for acquisition, maintenance and disposition of Sets, Kits, and Outfits (SKO), Tools, and Special Tools.

Applicability. This pamphlet applies to Active Army, The Army National Guard, and the US Army Reserve. It includes all elements of HQDA, Major Army Commands, and elements, except the Surgeon General, that develop, authorize, supply or maintain Army SKO, Tools, and Special Tools.

Proponent and exception authority. The proponent of this pamphlet is the Office of the Deputy Chief of Staff for Logistics. The proponent has the authority to approve exceptions to this pamphlet that are consistent with controlling law and regulation. The proponent may delegate this authority, in writing, to a division chief within the proponent agency in the grade of colonel or the civilian equivalent.

Suggested Improvements. Users are invited to send comments and suggested improvements to LOIA-LM, 54 M Avenue, Suite 4, New Cumberland, PA 17070-5007.

Distribution. Distribution of this publication is made in accordance with initial distribution number (IDN) 095560, intended for command levels D and E for the Active Army, the Army National Guard and the U.S. Army Reserve.

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Chapter 1
Introduction

1–1. Purpose

a. This pamphlet:

(1) Provides guidance for the Army SKOT program.

(2) Describes procedures for the management of the SKOT program including:

(a) SKO assembly and distribution.

(b) Supply catalog (SC) generation and review.

(c) SC documentation and publication.

(d) Type classification and obsolescence.

(3) Implements procedures for managing the SKOT program.

b. This pamphlet does not apply to:

(1) Medical unit assemblies that are managed by the Surgeon General.

(2) Items appearing on the test, measurement, and diagnostic equipment (TMDE) register that are managed by Program Manager (PM), TMDE.

(3) Assemblages that do not have a DA SC that are termed as sets, kits, or outfits and are not mission oriented, i.e., modification work order (MWO) kits, kits designed for communications equipment installation, or kits composed of repair parts.

1–2. References

Required and related publications and prescribed and referenced forms are listed in appendix A.

1–3. Explanation of abbreviations and terms

Abbreviations and special terms used in this regulation are explained in the glossary.

1–4. Describing SKOT

a. The SKOT Program is a HQDA program designed to manage sets, kits, outfits, and tools throughout their life cycle.

b. SKO are assemblages of components in a container (pouch, box, chest, van, trailer, or shelter) primarily designed to accomplish a specific mission. SKO are Army type classified, controlled by an SC, and identified as a single item of supply with a unit of issue of set, kit, or outfit. SKO fulfill requirements of The Army Authorization Document System (TAADS).

c. Tools are defined as follows:

(1) Common tools are those tools that are used on multiple end items and are found in a SKO as authorized by an SC.

(2) Special tools are specific to an end item and are authorized by the technical manual (TM) for that end item and/or the Repair Parts and Special Tools List (RPSTL). Special tools having national stock numbers (NSNs) are identified in the Special Tools List of the Maintenance Allocation Chart (MAC). Special tools that need to be fabricated and/or made from bulk materials appear in the RPSTL. Special tools are not components of a SKO and are not authorized in a SC.

d. Standardization and Control of Industrial-Quality Tools (SCIT) is a GSA-managed program that provides suppliers or manufacturers standard commercial warranties that may include up to a life-time warranty of hand tools to all users. Each manufacturer participating in the program is assigned unique NSNs for their tools. Information is available from GSA.

1–5. Accountability

a. The Deputy Chief of Staff for Logistics (DCSLOG):

(1) Exercises general staff functions for the SKOT program.

(2) Publishes SKOT program policy and guidance.

(3) Coordinates intra-service issues.

b. The Commander General, U.S. Army Materiel Command (AMC), as materiel developer (MATDEV):

(1) Executes life-cycle planning, materiel management, and engineering management for SKOT.

(2) Develops and execute the budget to support the AMC SKOT program.

(3) Approves new or revised SKO.

(4) Designates SKO compilers.

c. The U.S. Army Materiel Command PM for Sets, Kits, Outfits, and Tools Office (PM SKOT):

(1) Improves AMC SKOT management, diminishing both common and special tool proliferation within AMC and enhancing the SKO review process.

(2) Ensures AMC SKOT issues, such as life-cycle costs, standardization, special tool proliferation, and configuration management, are adequately addressed by Program Executive Officers, PMs, SKO compilers, and Project Leaders.

(3) Recommends actions to reduce AMC SKOT operating and support costs.

(4) Ensures all AMC SKO are periodically reviewed to verify a continued mission requirement.

(5) Ensures existing AMC SKO are reviewed for possible consolidation.

(6) Formulates SKO obsolescence guidance/procedures.

(7) Assesses new initiatives, recommendations, and concerns of the AMC SKOT community.

(8) Develops and track metrics of success for the AMC SKOT program.

(9) Assists the review and update process to maintain this publication.

(10) Assures SKO review schedules are coordinated with the U.S. Army Training and Doctrine Command (TRADOC), or the Major Command (MACOM) for TDA SKOs (i.e., FORSCOM, USAREUR, USARPAC) along with the appropriate AMC compiler.

(11) Promotes and ensures the digitization of Supply Catalogs into a database maintained at the AMC Logistics Support Activity (LOGSA).

(12) Champions an AMC SKOT Process Action Team (PAT) consisting of, but not limited to, members from U.S. Army Logistics Integration Activity (USALIA), TRADOC, Engineering Centers, General Services Administration (GSA), LOGSA, and other AMC SKO compilers to assist in developing processes, resolving problems, and addressing Army-wide tool issues.

(13) Represents the interests of the AMC SKOT program to all organizations within and outside of AMC.

(14) Ensures the AMC SKOT community is informed and up to date.

(15) Keeps the Commanding General, HQ, AMC; MSC Commanders; and other higher authorities informed of SKOT initiatives, efforts, and accomplishments.

(16) Promotes Government and Industry partnering.

d. The SKO compiler:

(1) Performs configuration control of SKO.

(2) Considers SCIT program tools during SKO development.

(3) Initiates and coordinates SKO review and schedule with the combat developer (CBTDEV).

(4) Provides technical assistance to users.

(5) Coordinates government and industry interface.

(6) Evaluates user input including Supply and Maintenance Assessment and Review Team (SMART) suggestions, TIPS, DA Forms 2028 (Recommended Changes to Publications and Blank Forms), and Standard Forms 368 (Product Quality Deficiency Report), and coordinate all actions with the CBTDEV. If problems arise and resolutions cannot be found, consult with the PM SKOT Office.

(7) Reviews SKO SCs every five years to verify that NSNs are still current or to prepare a SC change.

(8) Performs an on-site review for each SC at least every five years, as appropriate.

(9) Compiles and prepares SCs for publication and ensure new SKO are fielded with SCs.

(10) Provides input for other affected publications.

(11) Develops, programs, and budgets for funding requirements as identified in chapter 6 of this publication.

(12) Executes SKO development, type classification, testing, material management, production, and fielding.

(13) Provides completed SCs on input template to LOGSA.

(14) Conducts hands-on verification of new SKO requirements.

e. Director, USAMC LOGSA:

(1) Manages the SKO database including Standard Illustration File and Standard Item Description Files.

(2) Consolidates SCs for semi-annual publication on compact disk-read only memory (CD-ROM) media.

(3) Semi-annually, maintains, publishes, and distributes the SKO Master List until an electronic Master List is developed and is accessible Army wide.

f. Commanding General, TRADOC, as the Combat Developer (CBTDEV):

(1) Designates the proponent for TOE required SKO.

(2) Develops and executes the budget to support TRADOC SKO functions, to include on-site reviews.

(3) Analyzes, identifies, and initiates SKO mission and fielding requirements.

(4) Approves new or revised SKO.

(5) Works with SKO compilers to develop a prioritized review schedule to keep abreast of mission and/or technological changes that could affect SKO.

(6) Verifies personnel, training, and publication requirements are met.

(7) Identifies SKO for consolidation, reconfiguration, and/or obsolescence. This may be a joint undertaking with TRADOC, SKO compilers, and the PM SKOT office.

(8) Communicates with SKO compilers to evaluate and approve user input that may be in the form of SMART, TIPS, DA Form 2028, etc, and continues to communicate with SKO Compilers until new SKO is fielded with SCs.

(9) Administers the TIPS program.

(10) Ensures that special tools are not contained in SKO.

g. The Director, U.S. Army Publishing Agency (USAPA):

(1) Verifies that DA Form 260 (Request for Printing of Publication) has been accurately prepared by AMC SKO Compilers.

(2) Publishes SC forecast and indexes, DA Pam 25-30.

(3) Provides subscription lists and labels, and make initial distribution of SC.

(4) Stocks and issues SC CD ROM.

h. The Major Army Commanders of Major Army Commands (MACOMs):

(1) Be the CBTDEV for TDA SKO.

(2) Designate proponent for TDA required SKO.

(3) Program funds to maintain SKOT allowances.

(4) Ensure publication requirements are maintained using the Standard Army Publications System.

(5) Encourage user input (DA Form 2028, SF Form 368, SMART, TIPS, etc.).

(6) Verify assemblages supporting their organizations and equipment and participate in compiler on-site reviews when necessary.

(7) Enforce health, fire, safety, and environmental standards if applicable.

1–6. SKO requirements

a. The CBTDEV will analyze operational requirements to identify deficiencies in military capabilities within operational concept and force structure. Solutions will first be sought with changes in concepts, doctrine, training or organization before initiating new materiel acquisition. When acquisition is required, the CBTDEV will develop an operational requirements document (ORD) and forward to the MATDEV. The ORD shall specify the tasks that the SKO is required to perform and under what conditions; it is not a listing of desired tools/components. Standard Army acquisition policy in the AR 70 and DOD 5000 series is used for procuring SKOT. Most SKO procurements will be non development items (NDI). Benefits of NDI include reduced fielding time, minimized research and development costs and procurement of state of the art technology. Special tools requirements will be minimized in developmental items; the GSA SCIT program will be utilized wherever possible.

b. Re-buys of existing SKO will comply with line item number (LIN) generic item descriptions will not impact qualitative and quantitative personnel requirements information (QQPRI) and will be supported by the existing SC.

1–7. Requirements satisfaction

New SKO will be developed and validated through user testing and verified by the CBTDEV. The published SC must reflect the current configuration prior to initial equipment fielding. Future engineering and technical data changes will result in change or revision of the SC and other applicable documents. New SKO will not be fielded without an approved SC.

1–8. Authorizations

a. SKO are authorized by tables of organization and equipment (TOE) (wartime), modified tables of organization and equipment (MTOE) (peacetime), tables of distribution and allowance (TDA), joint tables of allowance (JTA), and common tables of allowance (CTA) and are listed by LIN. An SC is the official requisitioning and authorization document for SKO components and it assists the property book officer with component property accountability.

b. Base-level Commercial Equipment (BCE) will be documented in TDA or JTA only. Note: Applicable to tools and special tools, not applicable to SKO.

c. Policies for establishing equipment requirements and authorizations, to include policies on managing "Used with, but not part of" items, are contained in AR 71-32.

1–9. Transportability

a. Department of the Army forces have space and weight constraints restricting availability of transportation for equipment and personnel. Requirements of the fixed facilities (TDA) and mobile TOE/MTOE units are distinctly different. Space differences must be taken into account between mobile and fixed SKO configurations as well as for wartime and peacetime situations.

b. Planning and programming details associated with the storage, shipment and user mobility requirements of Army equipment must be managed throughout their life cycle. Critical engineering design parameters and constraints (length, width, height and weight) must be considered during system development and subsequent changes. Lifting, loading, rail impact, cross country travel and tie-down considerations as well as packaging, storage, safety considerations and related issues must be addressed. User verification prior to fielding will ensure transportability considerations have been met.

c. Those SKO that are vehicular or shelter mounted shall have a loading plan included in the SC. These plans shall consist of all views (e.g., top, sides, front, rear) required to completely define the location for SKO components. When SKO are to be user installed, the NSN of installation kit and installation instructions will be provided.

d. Packaging of SKO for ease of transportability and deployment shall be a consideration.

1–10. SKO proponent managers

a. HQ, AMC as the MATDEV will identify an item manager/SC compiler when a SKO enters the supply system. This proponent will be identified by a commodity manager code (CMC). Transfer of proponent will occur when a change of CMC is documented (IAW AR 708-1), the transfer of technical data package is completed and the gaining manager has published a revision of the SC to supersede previous editions.

b. All TOE/MTOE SKO will be fielded based on requirements identified by the CBTDEV and the primary logistics oriented school and documented IAW AR 71-9. User testing and verification of the SC will confirm the identified requirement has been met prior to fielding of the SKO. Transfer of proponency will be made by concurrence of the affected schools, or by decision of TRADOC.

c. The MATDEV for TDA SKO will be the MACOM/Activity assigned to support a specific mission or missions. Coordination with the MACOM/Activity is needed to both identify mission(s) and meet in-process review (IPR) requirements. HQ, AMC will assign the SKO Compiler in support of a TDA SKO.

1–11. Life cycle overview

a. Life cycle management check points insure a product that will fill the user requirements. Mission area analysis will identify the need for a SKO that is documented by an ORD. A Basis of Issue Plan (BOIP) is developed as a requirements document that states the planned placement of quantities of new SKOT's. The BOIP also identifies Associated Support Items of Equipment and Personnel (ASIOEP). The Qualitative and Quantitative Personnel Requirements Information (QQPRI) identifies operator and maintainer personnel duty positions by MOS, skill level, authorization and other personnel information. The Integrated Logistics Support Plan (ILSP), type classification, Materiel Fielding Plan (MFP), new equipment training plans and user testing document the acquisition process from its inception. Configuration is managed through the Configuration Control Board (CCB) based on input from the CBTDEV, MATDEV, PMSKOT and other organizations as applicable.

b. A Technical Data Package (TDP) is assembled for procurement of a SKO and/or components. The TDP will consist of all applicable technical data, such as plans, drawings and associated lists, specifications, purchase descriptions, standards, models, illustrations, performance requirements, quality assurance provisions, and packing data. An Engineering Change Proposal (ECP) is required to change a currently approved TDP. Approved ECPs are used to update the TDP and justify a revised SC.

c. Cataloging transactions commence before the type classification IPR, to assign LIN, logistics control code (LCC) and NSN to the SKO. The SC will be published prior to SKO fielding and one copy will be packaged with each SKO when initially issued.

d. SKO demands are satisfied from stock or procured on demand based on TAADS listed in the Equipment Release Priority System (ERPS). Procurement and stockage are managed through the Total Asset Visibility (TAV). Army Working Capital Fund (AWCF) SKO will be issued based on the Basis of Issue Plan (BOIP).

e. Reviews and revisions of SKO and their respective SCs will be accomplished as required based on established time requirements or as determined by the SKO Compiler or CBTDEV.

f. Users report publication and training deficiencies, provide comments, suggestions and recommendations for improvement, maintain SKO components and exercise property accountability.

Chapter 2
SKO Master List

2–1. Contents

The SKO Master List identifies SKO by LIN, NSN, abbreviated nomenclature, SC number, publication date, CBTDEV, AMC Compiler, unit price, SKO density, etc. Verifications and reviews will be documented and space for minimal notes pertinent to SKO will be included.

2–2. Revisions, additions, and deletions

a. The majority of data contained in the master list originates outside LOGSA. Compiling this information serves as a management tool. Cooperation in keeping the master list correct and current is the job of everyone connected with the SKOT program. Specific data in the SKO master list can be verified by calling the LOGSA point of contact.

b. SKO will be deleted from the master list when the SKO is type classified obsolete.

2–3. Adding new SKO

A new SKO will be added to the SKO master list when a LIN and SC number is assigned and the assemblage is identified as a SKO.

Chapter 3
SKOT Review

3–1. Purpose of SKO review

a. A SKO review may be initiated for any of the following reasons:

(1) To add capability.

(2) To reduce redundancy of SKO tool sets.

(3) To eliminate redundancy between special tools and tools identified in SKO.

(4) To rectify mission and function deficiencies.

(5) To verify continuing requirements for SKO.

(6) To make administrative changes.

(7) To rectify safety related problems.

(8) To make technical changes.

(9) To incorporate validated user input.

(10) To meet the SKOT review schedule.

(11) To reclassify SKOT as obsolete if the SKO is no longer required.

b. The MATDEV will coordinate a hands on verification of a SKO that has not been previously fielded.

c. SKO that are pending obsolescence are not eligible for review.

3–2. SKO review functions

a. The SKO Compiler:

(1) Reviews all initially fielded SKO within the first 12-15 months. Periodic reviews, not to exceed five years, should be done to determine whether or not the SKO is satisfying its intended mission. The initial review will be on-site with the SKO in use.

(2) Assures necessary SKO procurement and tool set assembly actions are accomplished.

(3) Assures configuration control IAW AR 70-1 is applied.

(4) Verifies the SKO continued requirement and recommending SKO re-type classification actions.

(5) Incorporates the approved SKO review recommendations. This includes the new requirements and capabilities requested by the CBTDEV.

(6) Considers the use of SCIT as standard or replacement tools during all SKO reviews.

b. The CBTDEV reviews and approves the SKO content and provides any new SKOT requirements and capabilities to the SKO Compiler. Prior to review of a SKO, the CBTDEV shall prepare a statement of requirements for the SKO if it does not have a requirements document.

3–3. Administrative SKO review process

a. The SKO Compiler identifies the requirement for an administrative review and coordinates with the CBTDEV. Upon agreement that an administrative review is required, the SKO Compiler will request input from the CBTDEV and designated field users of the SKO for review, recommendations and comments. SKO reviews, when practical, should be synchronized with the SKO production schedule. The SKO Compiler will then consolidate the SKO review data in the form of a ECP or similar type documentation.

b. All previously approved CBTDEV SKO review data (suggestions, 2028s, EIRs, TIPS, SMARTs, AIEPs, etc.) will be included in the draft ECP compilation.

c. The SKO Compiler staffs the SKO review recommendations to the CBTDEV for concurrence or nonconcurrence. The SKO data previously approved by the CBTDEV is not staffed for a second approval but is identified to reflect total changes to the SKO configuration.

d. Installation type (TDA) SKO are maintained by the MATDEV and staffed with all MACOMs utilizing the SKO.

e. A SKO review results in a decision to revise the current configuration of the SKO and its related SC, declare the SKO obsolete and rescind the related SC, or approve the SKO and its SC without changes.

f. An approved revision to a SKO must be properly documented by the SKO Compiler. An ECP will be developed that reflects all of

the CBTDEV approved SKO component changes. Whenever configuration changes are made to a SKO, the SKO Compiler must ensure that a CCB considers related configuration management, cataloging, supply, procurement, production, quality assurance, and SKO assembly impacts. The CCB will approve the ECP and determine the necessary implementation dates to stock, store, and issue the new SKO configuration. The SKO Compiler updates all technical data IAW approved ECPs.

g. The SKO Compiler provides LOGSA with the SC on an input template. LOGSA reviews the illustrations and the data elements recorded against the NSNs.

h. Subsequent to scheduled SC publication the CBTDEV approved recommendations will be addressed at the next SKO review by ECP or included with a Notice of Revision (NOR) in the next SC CD ROM distribution.

i. Implementation dates for all SKO configuration changes will be determined by the CCB. Availability of components will be considered when determining implementation dates for changes with the goal of fielding SKO in the same configuration as the approved ECP. Implementation dates must also include the expected publication date of the new or revised SC.

j. Even though a tool load in and of itself should not present any safety hazard, emergency changes can be made to a SKO and its related SC without a full SKO review. Emergency changes must have concurrence of the CBTDEV. The changes must be documented by the SKO Compiler and PMSKOT. Emergency changes are either safety hazards or are to relieve a condition that prevents the user from satisfying the mission. The SKO Compiler will publish these changes by electronic means.

3–4. On-site SKO reviews

The on-site review differs from an administrative review in that personnel from the SKO Compiler and CBTDEV go on-site to using units to gather the SKO review data versus requesting using units to respond by letter or message. On-site reviews should not be limited to CONUS locations.

3–5. SKO deletion

a. When the need for a SKO no longer exists due to consolidation, end item elimination, or other reasons, action will be initiated by the SKO Compiler to reclassify the SKO as obsolete. The CBTDEV will write a concurrence with this action and purge all requisitions documents TOEs of the SKO and no further requisitions will be filled.

b. The SKO Compiler will provide all users with disposition instructions and request TAADS changes in accordance with AR 71-32.

c. LOGSA will delete the SKO from the master list when the above has been completed and when DA Pamphlet 25-30 deletion actions have been completed.

Chapter 4
Supply Catalog Generation

4–1. A DA SC is:

a. A publication that identifies a SKO and its components.

b. An authorization document that provides the user with supply management information and accountability (hand receipt) procedures.

4–2. SC preparation

a. The SC will be prepared IAW AR 25-30 and MIL-C-63013.

b. SC publications will be numbered by compilers as follows; the letters SC denote the publication medium as a supply catalog. Four succeeding numbers identify the Federal Supply Class (FSC), followed by the compiler code and finally an alpha character and two numerals that identify the catalog sequence number.

c. The SKO Compiler in coordination with the CBTDEV will develop the SC, including requirements for components of the SKO, authorized quantities of each component, etc. The SC will incorporate the CBTDEV provided requirements and capabilities.

d. The approved SC will be prepared using the LOGSA developed template for SC preparation and provided to LOGSA via electronic medium (floppy disc, electronic transmission, etc).

e. LOGSA will ensure the accuracy of the data elements recorded against the NSNs (except as noted below), format, etc., within the SC. LOGSA will add the appropriate illustrations from the data base, prepare a master CD ROM of the SCs and forward them directly to USAPA. The DA Form 260 print request will indicate special distribution to PMSKOT, the TRADOC proponent school, LOGSA and the Compiler.

f. The SKO Compiler will determine when an SC will be sent for publishing and distribution. No changes will be made to the SC during publication development unless it is approved by the CCB.

g. The SKO Compiler may identify a part number and manufacturers Commercial and Government Entity (CAGE) code to new items when an NSN is not yet assigned and the SC is ready for publication. The manufacturers part number and CAGE code will be identified in the Item Description block in Section II of the SC. An NSN assignment will be made by the SKO Compiler and subsequently incorporated into section II of the SC during the next review of the SC or distribution of next CD ROM.

Chapter 5
Supply Catalog Publication

5–1. Master database management

a. LOGSA maintains the master data file for supply catalogs. They keep the file current by updating it on a monthly basis with the AMDF. As SCs are reviewed, all input from the compilers will be submitted to LOGSA using the input template.

b. All SCs will be distributed semi-annually, as a minimum, via CD-ROM. LOGSA will spot check all submissions from the compilers and conduct a final review of CD functions prior to sending a master disc to USAPA for reproduction and distribution.

c. The CD-ROM should contain all current SCs. After the initial distribution, no paper copies of SCs will be stocked or distributed.

5–2. SC supersession, rescission, and reprint actions

a. When a revision is published, a supersedure notice will appear on the SC cover. This notice will be documented in DA PAM 25-30 to inform SKO users of publications changes.

b. If commodity managers are changed, the gaining compiler will supersede the previous publication.

c. When SKO have been reclassified to obsolete, the SC will be rescinded. Care must be exercised to assure all assets have been removed from the field prior to rescinding a publication (see paragraph 3-5a.).

5–3. Consolidated Index of Army Publications and Blank Forms (DA PAM 25-30)

DA PAM 25-30 is a valuable aid in controlling the DA SC publication program*. It identifies the correct catalog number applicable for the user, cross referencing the SKO by LIN. It verifies the latest publication date and any changes to the original publication. The LIN publication cross reference identifies and verifies additional publications associated with the SKO by NSN or LIN. The initial distribution numbers (IDN) are listed to enable users to update publications account subscriptions. Superseded and rescinded publications are also annotated. The DA PAM is published by USAPA quarterly and changed as required.

Note. *DA PAM 25-30 is updated quarterly as part of the Army Electronic Library CD-ROM, EM 0001 (IDN 040803).

5–4. Distribution of SC

a. Special distribution requirements for SKO managers will be identified on the DA Form 260 print request.

b. Initial distribution is provided to users who identify requirements for Army publications by establishing a publications account per DA PAM 25-33 that lists specific requirements. Initial distribution of a new or revised SC is made to all users based on these established requirements.

c. Resupply and replacement requirements are also identified in DA Pam 25-33.

Chapter 6
Resources

6–1. Funding requirements

a. Funding requirements will be planned, programmed, budgeted, funded and monitored as an integral part of the SKOT management program. The budget and funding structure is derived from research, development, test and evaluation (RDTE); Army Working Capital Fund (AWCF); Other Procurement Army (OPA); Operation and Maintenance, Army (OMA); Procurement Appropriation, Army (PAA); and Military Construction, Army (MCA).

b. Program funds and budgets are required for:

(1) Assembly and distribution of initial and subsequent issue of SKO.

(2) Management of the SC publication program.

(3) Verification of new SKO and SC.

(4) Review of existing SKO and SC.

(5) Logistical support.

(6) Depot overhaul of SKO

6–2. Fund estimates

MACOMs will develop fund estimates for the purchase of AWCF components to update SKO revisions and replace tools due to fair wear and tear or breakage and loss.

Chapter 7
Tool improvement program suggestions (TIPS)

7–1. Introduction

The purpose of the program is to provide the users an opportunity to recommend changes of tool authorizations, suggest new or improved tools, or address quality assurance issues. This program is also intended to provide easy soldier access and accomplishes this goal by providing a tear-out sheet in PS Magazine on a bi-annual basis.

7–2. Functions

a. As the program administrator, CASCOM:

(1) Receives TIPS from the users.

(2) Assigns a control number.

(3) Acknowledges receipt of the TIPS.

(4) Staffs the TIPS with the SKO Compiler.

(5) Ensures that TIPS are evaluated and closed out.

b. The SKO Compiler:

(1) Staffs the TIPS with the proponent school for evaluation.

(2) Implements those TIPS that are approved.

(3) Provides feedback to the suggestor on the status of TIPS at 30 day intervals until the action has been completed. When approved, TIPS will be evaluated for an award from the SKO Compiler in accordance with the AR 5-17. TIPS will be distributed to other proponents for consideration in Army wide implementation.

c. The TRADOC proponent school, or user MACOM for TDA SKO, is accountable for evaluating TIPS within a 90 day suspense. TRADOC is also accountable for reviewing proposed new tools and changes to requirements or authorized quantities.

d. GSA, Defense Logistics Agency (DLA), or AMC MSC is accountable for investigating component and tool quality complaints.

7–3. Unsolicited commercial offers

Manufacturers seeking sales of tools and/or components will provide a point of contact, brochure describing features, applications, capabilities, and quality standards to SKO Compiler for consideration. If further information is required, a demonstration or sample may be accepted or requested. Under no circumstances will a commitment be established prior to adequate feasibility testing, a requirement being established and a basis of issue determined.

Chapter 8
Types of Special Tools

8–1. Special Tools

The AMC SKOT Process Action Team (PAT) is researching issues regarding special tools due to conflicting definitions, guidance, and practices. Duplication and proliferation of special tools Army wide is a very real tool issue. The following paragraphs are included in this pamphlet to begin to clarify special tools for Army use. Special tools are not identified as components in SKOT SC. Special Tools are:

a. Fabricated tools are made from stocked items of bulk material, such as metal bars, sheets, rods, rope, lengths of chain, hasps, fasteners, etc. Fabricated tools are drawing number controlled and documented by functional group codes in RPSTLs and located in TMs as an appendices Fabricated tools are used on a single end item.

b. Tools that are supplied for military applications only (i.e., a cannon tube artillery bore brush); or tools having great military use but having little commercial application are special tools.

c. Tools that have only one specific purpose (ex., a spanner wrench used on Ford engine model #xxx and no other engines in the Army inventory.

8–2. Tools used for TMDE

Tools used for TMDE should not be defined as special tools simply based on how they function (as a measuring/calibration tool) or because they are issued under their own LIN. Rulers, scales, calipers, gages, and multimeters are in a number of SKOT and are available from a number of commercial sources and therefore are not Special Tools.

Appendix A
References

Section I
Required Publications

AR 5–17
The Army Ideas for Excellence Program (Cited in para 7-2.)

AR 25–30
The Army Integrated Publishing and Printing Program (Cited in para 4-2.)

AR 70–1
Army Acquisition Policy (Cited in para 3-2.)

AR 71–9
Materiel Requirements (Cited in para 1-10.)

AR 71–32
Force Development and Documentation - Consolidated Policies (Cited in para 1-8 and 3-5.)

AR 310–49
The Army Authorization Documents System (TAADS) (Cited in para 3-5.)

AR 708–1
Cataloging of Supplies and Equipment Cataloging and Supply Management Data (Cited in para 1-10.)

DA Pam 25–30
Consolidated Index of Army Publications and Blank Forms (Cited in paras 3-5, 5-2, and 5-3.)

DA Pam 25–33
Users Guide for Army Publications and Forms (Cited in para 5-4.)

MIL–C–63013
Military Specification for the Preparation of Catalogs, Supply, Sets, Kits and Outfits (Cited in para 4-2.)

Section II
Related Publications

AR 71–2
Basis of Issue Plans

AR 350–38
Training Device Policies and Management

AR 602–2
Manpower and Personnel Integration (MANPRINT) in the Materiel Acquisition Process

AR 700–18
Provisioning of U.S. Army Equipment, Internal Control System

AR 700–90
Army Industrial Base Program

AR 700–142
Materiel Release, Fielding, and Transfer

AR 710–1
Centralized Inventory Management of the Army Supply System

AR 710–2
Inventory Management Supply Policy Below the Wholesale Level

AR 725–50
Requisitioning, Receipt & Issue System

AR 735–5
Policy & Procedures for Property Accountability

AR 750–1
Army Materiel Maintenance Policy and Retail Maintenance Operations

AR 750–2
Army Materiel Maintenance Wholesale Operations

EM 0007
FedLog

EM 0022
TM 43-TMDE Technical Data Catalog

TM 9–243
Use and Care of Hand Tools and Measuring Tools

Section III
Prescribed Forms
This section contains no entries.

Section IV
Referenced Forms

DA Form 260
Request for Printing of Publication

DA Form 2028
Recommended Changes to Publications and Blank Forms

SF 368
Product Quality Deficiency Report

Glossary

Section I
Abbreviations

AIEP
Army ideas for excellence program

AMDF
Army master data file

ASIOE
associated support items of equipment

AWCF
Army working capital fund

BCE
base-level commercial equipment

BOIP
basis of issue plan

CAGE
Commercial and Government Entity

CBS-X
continuing balance system-expanded

CCB
configuration control board

CMC
commodity manager code

CTA
common table of allowances

DAMPL
Department of the Army master priority list

DBOF
Defense business operating fund

ECP
engineering change proposal

ILSP
integrated logistic support plan

JTA
joint table of allowances

LCC
logistics control code

MACOM
Major Army Command

MFP
materiel fielding plan

MOS
military occupational specialty

MTOE
modified table of organization and equipment

MWO
modification work order

NDI
nondevelopmental item

OMA
operation and maintenance, Army

ORD
organizational requirement document

QQPRI
qualitative and quantitative personnel requirements information

RPSTL
repair parts and special tool list

SC
supply catalog

SCIT
standardization and control of industrial-quality tools

SKO
sets, kits and outfits

SKOT
sets, kits, outfits, tools, and special tools

TAADS
the Army authorization documents system

TAEDP
total Army equipment distribution program

TAV
total asset visibility

TCE
type classification exempt

TDA
table of distribution and allowances.

TDP
technical data package

TIPS
tool improvements program suggestion

TMDE
test, measurement, and diagnostic equipment

TOE
table of organization and equipment

Section II
Terms

Army Tool
An instrument, implement, utensil, device or machine, powered or hand operated, used in diagnosis, making operating adjustments, performing damage or fault repair and preventive maintenance of Army materiel.

Compiler
Normally a major subordinate command of the MATDEV. Compilers execute SKOT development, type classification, testing, production, and fielding. Compilers develop SCs in accordance with SKOT requirements identified by the CBTDEV.

Form, Fit and Function
The physical and functional characteristics of an item as an entity, but not including any characteristics of the elements making up the item.

Kit
An assembly of tools/components in a small pouch or box, designed for use and carried by an individual or crew, type classified with a unit of issue of kit (KT).

Outfit
An assemblage of tools or equipment, type classified, assigned a LIN, with a unit of issue of Outfit (OT); may include separately type classified items as a component such as; Pneumatic Tool and Compressor Outfit, Water Purification Outfit, Tool Outfit Hydraulic Systems Repair, and Tool Outfit Pioneer Portable Electric Tools.

Set
A collection of tools/components used by a group, section, squad, platoon or unit usually supplemented by tool kits to perform an organizational mission, type classified, assigned a LIN, with a unit of issue of set (SE).

Supply Catalog (SC)
A supply catalog is a DA Publication intended to provide the Army user the identification of a SKO and its components. It also provides the user supply management data and an accountability aid.

State-of-the-art
Adoption of tools that specifically satisfy Army needs (are battlefield supportable) and are more efficient, reduce labor, improve quality of work, minimize training requirements and enhance mobility standards.

Used with, but not part of
Major end items of an SKOT that are identified by a separate LIN for authorization and reporting purposes. The items that are required to power or support the SKOT are included in TOE, MTOE, and TDA under the separate LINs. Proponents of supply catalogs for SKOs normally identify the items with a note "Used with but not part of." In addition, the supply catalog will include the necessary guidance for issue of the items to satisfy the International Logistics Program.

Working Capital Fund
A fund established to finance and hold inventory or operate industrial type facilities. Inventory or services are sold to customers with proceeds deposited back into the fund becoming available to finance more inventory or services.

Section III
Special Abbreviations and Terms
This section contains no entries.

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